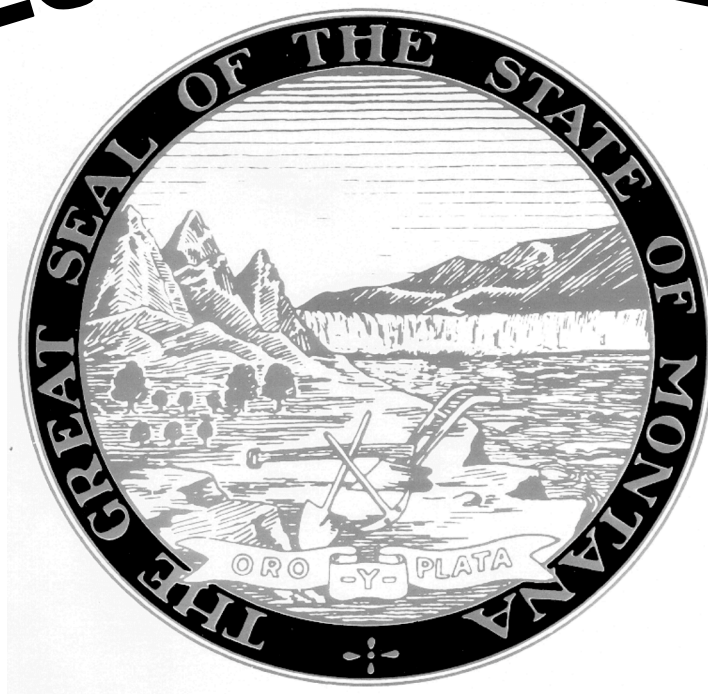


# **CHILD COUNT INSTRUCTION BOOKLET**

**for December 2, 2002  
Child Count**

**ELECTRONIC FILERS**



Office of Public Instruction  
Linda McCulloch, Superintendent  
PO Box 202501  
Helena, MT 59620-2501

November 15, 2002

# TABLE OF CONTENTS

## Electronic Filers December 2 2002 Child Count

	Page
Due Dates.....	1
Introduction to the Child Count Software.....	1
Hardware and Software Requirements	
IBM	
Macintosh	
Web Address .....	2
Logging in to IRIS .....	2
Installing Client Software	
After Citrix Client is Installed.....	6
Log In	
Child Count Opening Screen.....	7
Testing Your Printer.....	7
Identifying Your Print Driver.....	8
Getting Started .....	9
Special Education Child Count Main Menu .....	10
School Districts - Selecting a School.....	11
Special Education Cooperatives - Selecting a School .....	12
Data Entry Screen .....	13
Initials .....	14
Birth Date	
Gender	
Duplicate Override	
Grade.....	15
Race/Ethnicity	
Setting of Service Code	
Services Plan (Private Schools) .....	16
Disability	
Transition Services	
Remove Student from this Year's Child Count .....	17
SPED Student Added Since Last December Child Count.....	18
Submit Child Count Data .....	18
Preview and/or Print a Report .....	19
To Exit the Program	
Who to Contact	

# Electronic Child Count Data Collection

## December 2, 2002

**REPORT DUE DATE:  
Electronic Filers – December 31, 2002**

**Getting Started – if you have already downloaded the software, tested your printer, and are ready to start entering/editing data, go to page 9.**

## Introduction to the Child Count Software

For some reporting entities this may be your first look at the electronic version of the Child Count program. For those reporting entities that reported electronically in the past, we have tried to keep the look of the program the same as last year. Changes have been made to streamline the process and make the data entry screen more user friendly, but most of the changes are below the surface.

User names and passwords were mailed to superintendents and special education cooperative directors this past summer. Those same user names and passwords will be used to access the program for Child Count.

### **Hardware and Software Requirements**

Basically, any computer capable of running a web browser equal to Internet Explorer 4.0 with service pack 2 or Netscape 4.0 or later and a connection to the Internet can be used for the Child Count Data Collection project.

#### **IBM**

Microprocessor	80486 or higher as required for a web browser
Memory	8mb of Ram as required for a web browser
Video	VGA or SVGA as required for web browser (1)
Hard disk	At least 2.5 mb free disk space available
Mouse	As required for web browser

#### **Macintosh**

Power PC or better	
Memory	8mb of Ram as required for a web browser
Operating System	7.5 or greater

Video	Not applicable
Hard disk	At least 2.5 mb free disk space available
Mouse	As required for web browser

Note: A screen resolution of 800 x 600 will provide you with the most efficient video resolution. A resolution of 640 x 480 will not provide you with a good working environment. To change your video resolution, right click on your desktop, go to Properties and select Settings. Move the slider bar under "Screen Area" until a resolution of 800 x 600 is displayed. Click "OK." You will be prompted to accept the new settings in the "Display Settings" dialog box. The monitor will blank and display the new settings under the "Monitor Settings" dialog box. If you do not click on the "OK" button at this point your settings will be returned to normal after 15 seconds. If the video settings appear normal click "OK" and your monitor resolution will be reset.

You will access the Office of Public Instruction's Child Count via the Internet and the OPI home page at <http://www.opi.state.mt.us>.

If you experience difficulty getting to the OPI home page, please try to reach another site like [www.yahoo.com](http://www.yahoo.com) or [www.google.com](http://www.google.com). If you cannot reach either of these sites, your problem is likely with your local Internet provider. Please give them a call.

If you find you can reach other sites on the Internet, but cannot reach the OPI site, please call the OPI Help Desk at (406) 444-3448.

When you have opened the OPI home page, click on the tab titled 'Internet Reporting System (IRIS)' located at the top of the screen. This link will take you to IRIS, the Internet Reporting and Information System.

## Logging into IRIS

The Login page allows you to enter IRIS. If this is the first time you have logged into IRIS, this page will display a message in red text advising you to download the Client Software. Do not login before you download the software.

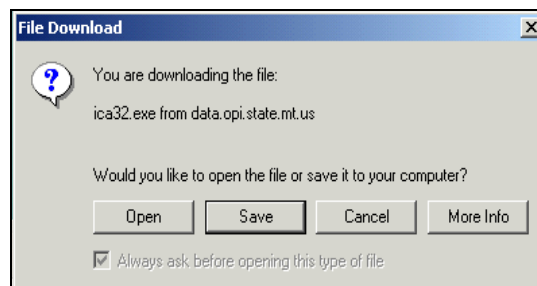
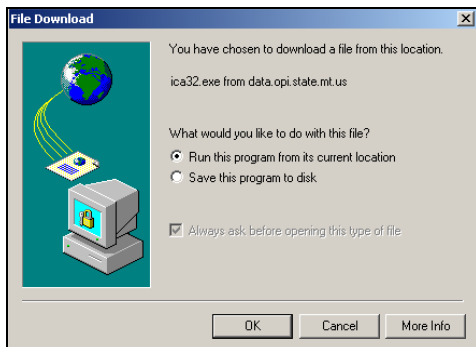
**IF YOU ALREADY  
HAVE THE CLIENT  
INSTALLED, SKIP  
TO PAGE 6.**

To install the client, click on **Download Client Software.**

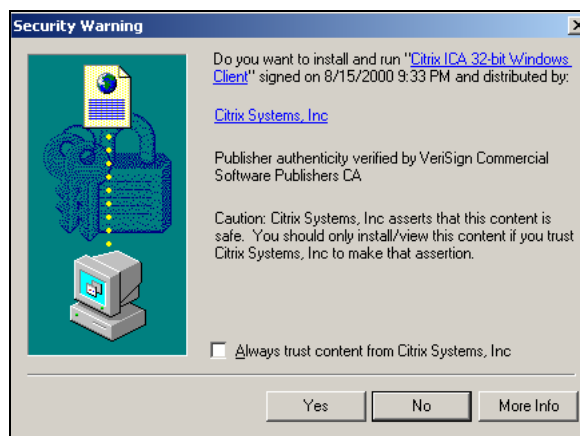


Click on **Install Citrix ICA Client** for your computer platform, Windows or Macintosh.

Due to differences in operating system versions, the dialog boxes you see may not match these screen shots exactly. However, the intent of each box is the same. Follow the process without worrying about the exact wording in the box. For example, you might see either of these boxes for your first step.



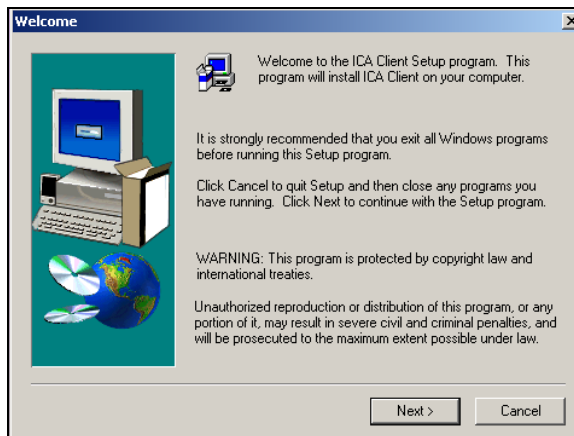
You want to **Run or Open** this program. Do not save it to disk.



Click **Yes**.

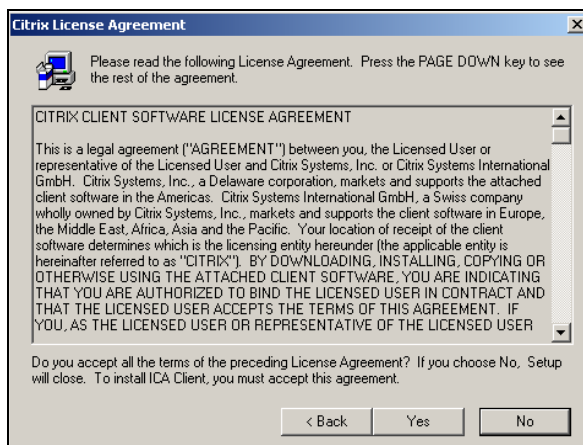


Click **Next**.

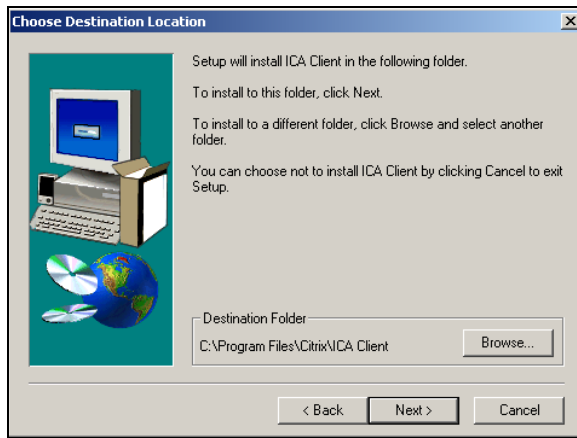


The machine will be busy for a few minutes and then you will see this screen.

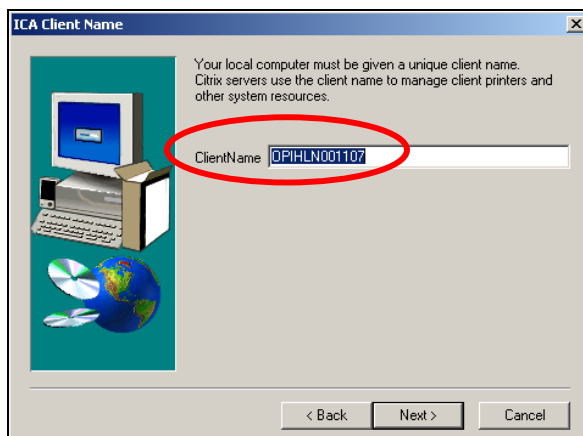
Click **Next**.



Click **Yes**.

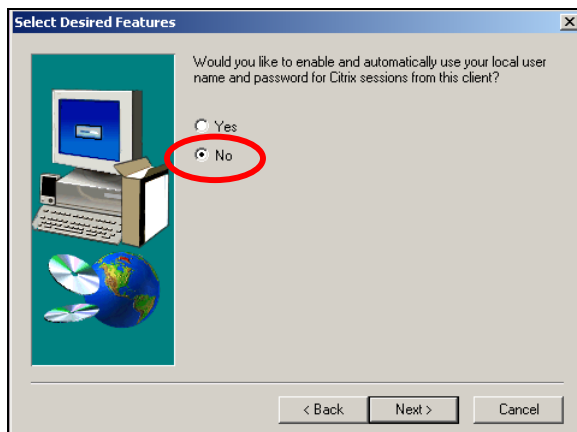


Click **Next**.



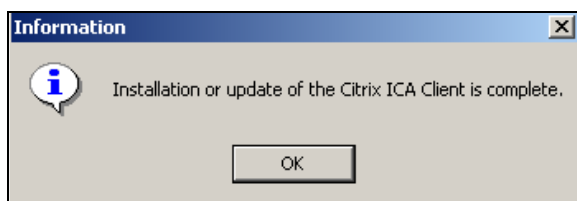
The ClientName will be different than what is shown here. This should be automatically filled in for you.

Click **Next**.



Make sure **No** is selected and click **Next**.

A setup program will run on your machine.



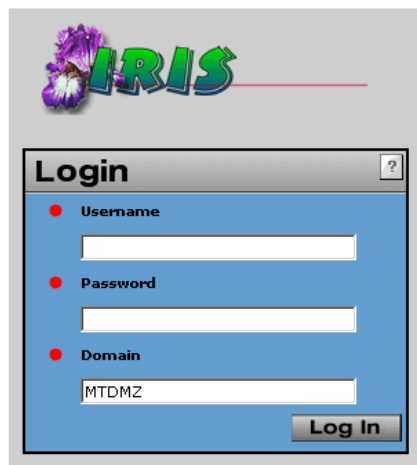
Click **OK**.

The Citrix Client is installed. **THIS IS THE ONLY TIME YOU HAVE TO RUN THE CLIENT INSTALL.** If you accidentally run this install a second time it should not cause any problems, but it is not necessary.

---

## After Citrix Client is Installed

Congratulations! You have successfully connected to the OPI-CITRIX server and are ready to begin your work.



Login using the user name and password for the school district or the cooperative provided to the district superintendent or cooperative director by the Office of Public Instruction.

Leave the Domain as MTDMZ.

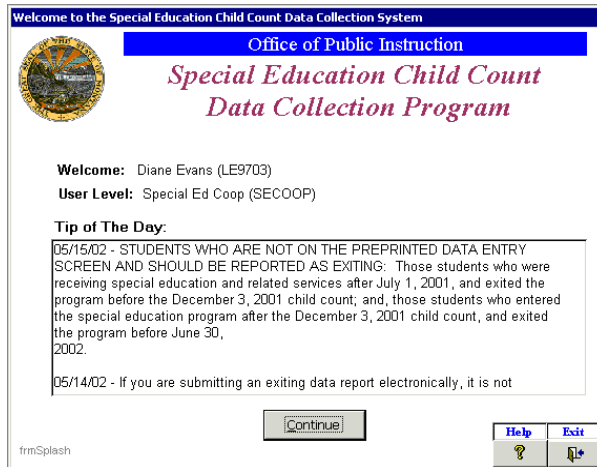
If you cannot find your user name and password, call the OPI Help Desk at (406) 444-3448.



After you login you will see the Special Ed Child Count Collection Data application icon in this window. You may or may not see other applications as well. Click on the link **“Special Ed Child Count Collection Data.”**

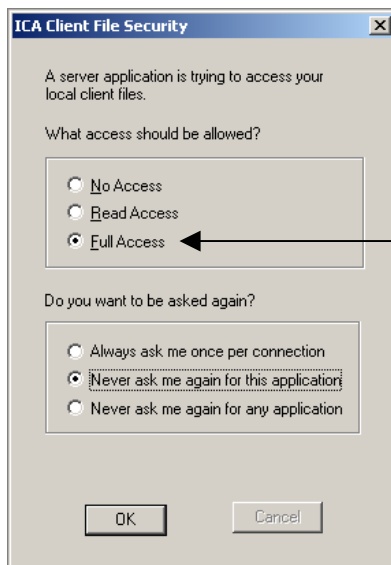


# Child Count Opening Screen



If this is the next screen you see, you are ready to test your printer and begin data entry.

Click **Continue**.



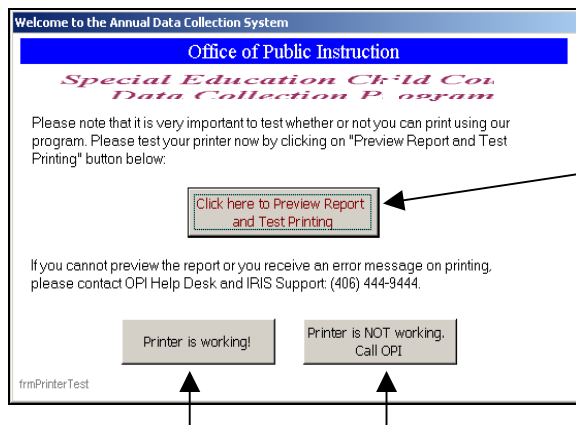
The first time you use any Citrix application, you will see this message.

The purpose of this selection is to allow access to the Citrix Client software that you have installed on your computer. Select Full Access. *This does not give the OPI or any other entity access to any other files on your hard drive.* Depending on whether you ever want to be bothered with this message box, choose any of the options under "Do you want to be asked again?" Click OK.

---

## Testing Your Printer

The first time you login, you will see the following screen for testing your printer. Once you have successfully tested your printer, this screen will no longer appear. If you have printer problems and must contact the OPI, you will still be able to do data entry while you wait for the problem to be resolved. Click the Printer Not Working button to continue. You can return to the Printer Test screen at any time by clicking on the Help button on the Main Menu.



Click here to test your printer. Follow instructions to complete the printer test.

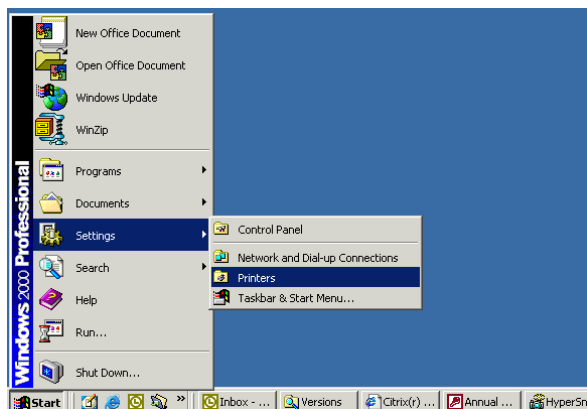
When the printer test is finished, you will be returned to this screen. Choose the appropriate button to continue.

If your printer test is successful, continue with your data entry.

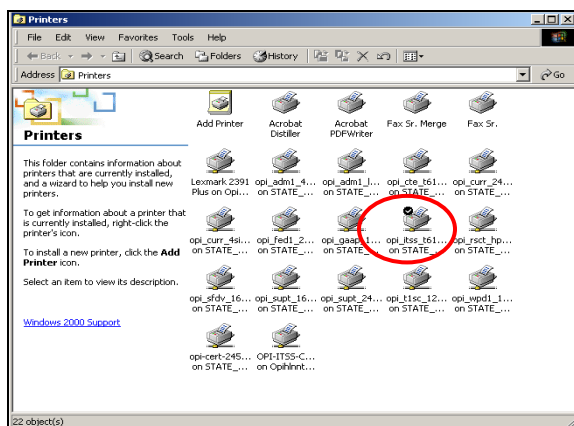
If the printer is not working, use the instructions in the next section to help you determine which print driver you have before you contact the OPI.

## Identifying Your Print Driver

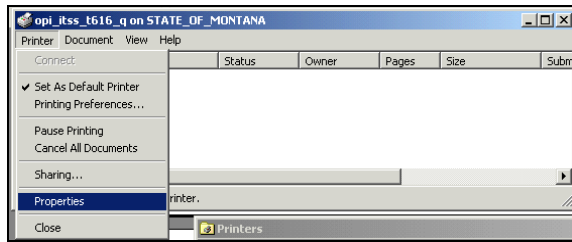
The IRIS is designed to work with your locally attached or network printer. If you experience difficulty printing, it may be because the IRIS server does not have your print driver loaded. If you have problems with printing, please call the OPI Help Desk so we can assist you in identifying your printer and arranging for the correct print driver to be loaded for your printer. The Help Desk can be reached at (406) 444-3448.



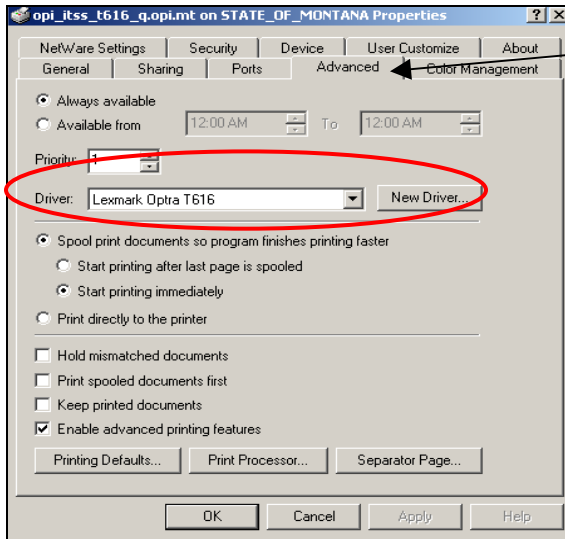
To find out what printer you have set up for IRIS, go to **Start** in the lower left corner of your screen, choose **Settings, Printers**.



Double click on the printer with the check mark on it. This is your default printer.



Click the Printer menu and select the Properties command.

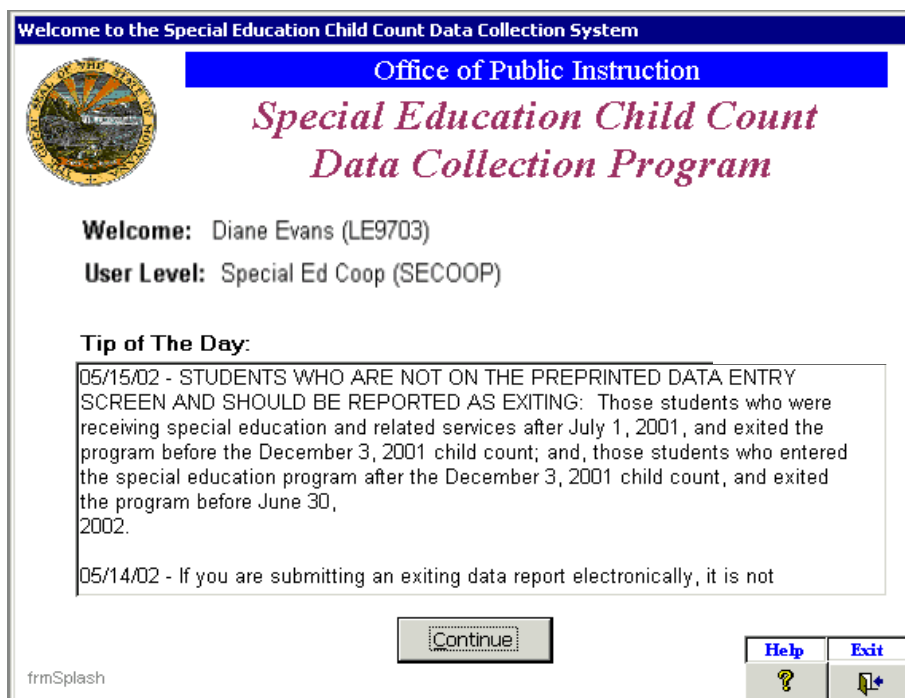


Click on the Advanced tab, or the Details tab, depending on your computer.

Your printer is listed in the Driver box. We may need this information to activate your printer on the IRIS server. Please be ready to give us this name exactly as it appears in the Driver box. This includes spaces and capital letters. If you have problems, please call the OPI Help Desk at (406) 444-0500.

## Getting Started

By this time, you should have downloaded the Citrix software, logged in and tested your printer. You only have to go through those steps the first time you use a Citrix application.



The next time you login, you will go straight to the this screen.

Be sure to read the Tip of the Day each time you login. The OPI will be using this space to keep you informed of any updates or changes to the system, as well as giving data entry tips and hints.

Click **Continue** to move to the Main Menu.

This program will be used by school districts and special education cooperatives. Your access to various data and reports depends on which type of entity you are. Based on your ID, the program will limit your access to only those areas of concern to you and the data you need to enter. Your user level is described on the above screen. If you believe your user level is incorrect, contact Pat Reichert at 444-4430.

---

## Special Education Child Count Main Menu

When you log in, the program will identify you as a specific school district or special education cooperative based on your login ID and password.

The screenshot shows the 'Special Education Child Count Collection Main Menu' window. The title bar reads 'Special Education Child Count Collection Main Menu'. The window has a blue header with 'Office of Public Instruction' and a red title 'Special Education Child Count Data Collection Main Menu Features'. Below this, it says 'Bear Paw Cooperative'. There are two dropdown menus: 'Select School Year: 2002-2003' and 'State FY: 2003'. On the left is a vertical menu with 'Data Entry' (selected and grayed out), 'Reports', and 'Help'. On the right, a large area displays 'Special Education Student Data Entry Form' and 'Submit Special Education Data'. At the bottom right are 'Help' and 'Exit' buttons. The bottom left corner says 'frmSwitchBoard'.

Select the current school year.

Choose your task here. The task selected will be grayed out.

Double click on the first menu item to open the data entry screen.

Double click on the second menu item to submit the completed Child Count data reports.

Click to exit the program.

Each time you complete a task and click the **Exit** button at the bottom right-hand corner of the screen you are in, you will be returned to this **Main Menu** where you can choose your next task or choose to Exit the program.

Because the structure within the program is different for a school district and a cooperative, the following section is broken out into screens that school districts will see and screens that special education cooperatives will see. The screen used for data entry is the same for both entities.

## **For a School District**

Selecting a school within the school district on the data entry screen.

Education Child Count Form

Linda McCulloch, Superintendent  
Office of Public Instruction  
PO Box 202501  
Helena, MT 59620-2501

**SPECIAL EDUCATION DATA COLLECTION**  
Child Count of December 02, 2002

District:  School:

**Select a specific school to view detailed data**

Select from the pull-down menu the specific school that you wish to work with.

A school district may enter data for each individual school within the district. Data can be edited at any time until the data is submitted to either the special education cooperative, if the district belongs to a cooperative, or to the OPI if the district does not belong to a cooperative. If data must be edited after submittal, it must be done by phoning either the cooperative or the OPI.

**The entire school district (all schools within the district) is submitted at once during the submittal process.** If more than one person is entering data, do not submit until all data has been entered.

## For a Special Education Cooperative

Selecting a member school district and school from the list of cooperative members on the data entry screen.

Education Child Count Form

Linda McCulloch, Superintendent  
Office of Public Instruction  
PO Box 202501  
Helena, MT 59620-2501

**SPECIAL EDUCATION DATA COLLECTION**  
Child Count of December 02, 2002

District:  School:

District Name	District Submitted
0059 - Bridger K-12 Schools	No
0060 - Joliet Elem	No
0061 - Joliet H S	No
0064 - Luther Elem	No
0069 - Roberts K-12 Schools	No
0070 - Boyd Elem	No
0071 - Fromberg Elem	No

data

This menu lists all districts that are members of a cooperative. A district can be selected by a single click.

It also indicates whether the district has submitted its data to the cooperative.

If a district has not submitted its data to the cooperative, the cooperative can view the data for each individual school, but cannot edit the data. If a district has submitted its data to the cooperative, the district can no longer edit the data. However, the cooperative now has rights to edit the data prior to submittal to the OPI.

The structure used by cooperatives last year has been copied to this application. If you entered data for your member districts last year, you have access to do the same this year. If you did not enter data for your member districts last year, but would like to this year, you will need to call the OPI so the structure can be revised. Call Pat Reichert at (406) 444-4430.

Education Child Count Form

Linda McCulloch, Superintendent  
Office of Public Instruction  
PO Box 202501  
Helena, MT 59620-2501

**SPECIAL EDUCATION DATA COLLECTION**  
Child Count of December 02, 2002

District:  School:

0056 - Red Lodge Elem

School
1542 - Mountain View School
1637 - Red Lodge 7-8
1541 - Roosevelt School

Select a specific school to view detailed data

After a district has been selected, a school within that district can be selected with a single click.

# Data Entry Screen

When a school within the district has been selected, the screen changes to show fields. This screen will look the same for both school districts and special education cooperatives. The screen will be prefilled with student data from the previous year's Child Count (December 2001), minus any students that were reported as exited in the June 2002 student exiting report. You will edit the list by updating existing data, adding any new students and marking as removed any students no longer receiving services from the school.

**Special Education Child Count Form**

Linda McCulloch, Superintendent  
Office of Public Instruction  
PO Box 202501  
Helena, MT 59620-2501

**SPECIAL EDUCATION DATA COLLECTION**  
Child Count of December 02, 2002

Coop: Stillwater/Swt Grass Coop

District: Absarokee Elem School: 1775 - Absarokee 7-8

INITIALS	BIRTHDATE	GENDER (M/F)	DUPLICATE OVERRIDE	GRADE	RACE ETHNICITY	SETTING OF SERVICE	SERVICE PLAN	Press 'Alt-D' to Enter Student Disabilities	Press 'Alt-T' to Enter Student Transition Services	REMOVE STUDENT FROM THIS YEAR'S CHILD COUNT	SPED Student added since last December Child Count
FIRST MIDDLE LAST	MONTH DAY YEAR							LIST OF DISABILITY ABBREVIATIONS	TRANSITION SERVICES		
AAA	10/11/1988	M	<input type="checkbox"/>		05	02		LD	01	<input type="checkbox"/>	<input type="checkbox"/>
BBB	3/15/1989	F	<input type="checkbox"/>		05	02		LD	01	<input type="checkbox"/>	<input type="checkbox"/>
CCC	7/11/1987	F	<input type="checkbox"/>		05	02		LD	01	<input type="checkbox"/>	<input type="checkbox"/>
DDD	12/1/1988	M	<input type="checkbox"/>		05	02		ED, OH, MD	01	<input type="checkbox"/>	<input type="checkbox"/>
XXX	1/7/1987	M	<input type="checkbox"/>		05	02		LD, SL	01	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>		05	02		LD	01	<input type="checkbox"/>	<input type="checkbox"/>

If you have students to report who are not found on the preprinted list, scroll down to the bottom of the list and enter those students. For questions about the data, call 406-444-4430. For problems with the program, call 406-444-4409.

Check here if this school has no Special Education students ☐

DUE DATE: December 31, 2002

frmSPEDDataCollection

Help Report Delete Exit

To remove a student from the report, check this box – the student will show on the data entry screen, but will not show on the report.

If a school has no special education students to report, check this box.

The GRADE field will show blank and must be entered for all students who will remain on the current child count report.

You may edit any field within a record.

To view a copy of the report at any stage of completion, click on the report icon. This is also where the report may be printed.

To close the screen, click here.

To enter a new student not found on the list, use the scroll bar on the right-hand side of the screen to scroll down to the bottom of the screen and place your cursor in the first field of the first blank record.

## Entering/Editing Data (a description of each field)

### Initials:

A vertical form with a blue header labeled "INITIALS". Below the header are three vertical columns labeled "FIRST", "MIDDLE", and "LAST". At the bottom of the form, the text "MEW" is entered.

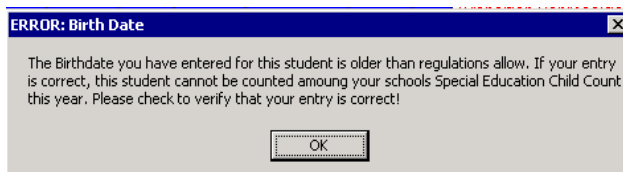
This field cannot be left empty. Each student entered must have 3 initials. If the middle initial is not known, enter "X" for the middle initial.

### Birth Date:

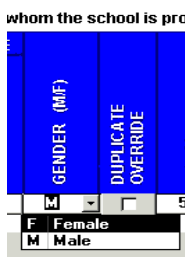
A vertical form with a blue header labeled "BIRTH DATE". Below the header are three vertical columns labeled "MONTH", "DAY", and "YEAR". At the bottom of the form, the date "11/19/1989" is entered.

This field cannot be left empty. The birth date must be entered as shown, with a 4-digit year.

The program will not allow a student less than 3 years old, nor older than 22 years, to be entered. The program will present a window requiring the birth date be changed before continuing.



### Gender:

A form with a blue header labeled "GENDER (M/F)". Below the header is a pull-down menu showing "M". To the right of the pull-down menu is a checkbox labeled "DUPLICATE OVERRIDE". Below the pull-down menu is a legend: "F Female" and "M Male".

This field cannot be left empty. Gender can be entered either by typing "m" or "f," or by using the pull-down menu. The program will accept either upper or lower case.

### Duplicate Override:

A vertical form with a blue header labeled "DUPLICATE OVERRIDE". Below the header is a checkbox.

The program allows records with duplicate initials, birth date, gender, grade, and race to be entered only if "duplicate override" is checked. An example for using the duplicate override would be in the case of twins or triplets that have the same data in the above-listed fields. This field should be checked for each record that is a duplicate.



## Grade:

PK	Pre-Kindergarten
K	Kindergarten
P1	Pre-Grade 1
1	Grade 1
2	Grade 2
3	Grade 3
4	Grade 4
5	Grade 5
6	Grade 6
7	Grade 7
8	Grade 8
9	Grade 9
10	Grade 10
11	Grade 11
12	Grade 12

The GRADE field will show as blank on the preprinted report and data entry screen.

The field cannot be left empty and must be entered for all students on the prefilled list who have not been marked as removed. Grade can be entered by either selecting from the pull-down menu or entering the 1 or 2-digit code.

If the student is in an ungraded program, enter the grade the student would be in based on chronological age.

## Race/Ethnicity:

01	American Indian/Alaskan Native
02	Asian American
03	Hispanic or Latino
04	Black or African American
05	White, Non-Hispanic
06	Native Hawaiian or Pacific Islander

This field cannot be left empty. Race/ethnicity can be entered by either selecting from the pull-down menu or entering the 2-digit code. Only one code can be entered.

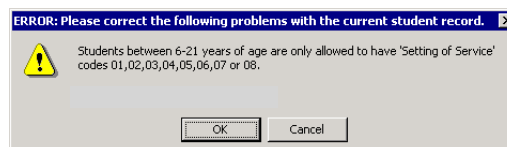
## Setting of Service:

01	Regular Class
02	Part-time Special Education
03	Full-time Special Education
04	Public Separate Facility
05	Private Separate Facility
06	Public Residential Facility
07	Private Residential Facility
08	Homebound/Hospital
11	Early Childhood Setting
12	Early Childhood Special Education Setting
13	Home
14	Part-time Early Childhood, Part-time Early Childhood
15	Residential Facility
16	Separate School
17	Itinerant Service Outside the Home
18	Reverse Mainstream Setting

This field cannot be left empty. Setting of Service can be entered by either selecting from the pull-down menu or entering the 2-digit code. Only one code can be entered.

For students ages 6-22, select from codes 01–08. For students ages 3-5, select from codes 11–18. See setting definitions in the General Instruction Booklet on pages 8 and 9.

If a setting code is selected that does not fit the age group (for example, if code 01, Regular Class, was selected for a 4-year-old student), the following error message would show and the error would have to be corrected before continuing.



**NOTE:** For students who were 5 years old when reported on the preprinted list and who turned 6 on or before December 2, 2002, the setting must be amended to the appropriate setting for students ages 6-21.

## Services Plan:



Private Schools/Home Schools If the special education and related services being provided by the school are the result of a services plan that has been developed for a student who is enrolled, by his/her parents, in a parochial/religious or other private school or home school, then all required data for the student must be provided and this column checked.

## Disability:

Student Initials will appear here to show which student you're adding disability codes for.

To delete a disability code for a student, place your cursor on the appropriate disability code and press the 'Delete' button.

This field cannot be left blank. Place your cursor in the disability column. This will bring up a window in which to enter disabilities. A disability can be entered by choosing from the pull-down menu or entering the two-letter code. Additional disabilities are entered in the same way. Double click in the disabilities code column to edit the field.

To exit the disability window, click the open book icon.

**NOTE:** For students who were 5 years old when reported on the preprinted list and who have turned 6 years old on or before December 2, 2002, and who show a disability code of CW (Child with Disabilities), the disability code must be amended to the appropriate specific code or codes. See list of codes in the General Instruction Booklet on page 10.

## Transition Services:

This column must be completed for all students who are 16 years of age or older. Services may be provided to students younger than 16 years of age, if appropriate. **Use all codes that apply.**

TRANSITION SERVICES

00

Initials: DDD

Transition Services:

- 00 No Transition Services
- 01 Instruction
- 02 Employment
- 03 Community Experiences/Adult Living
- 04 Related Services

Students over 16 years of age are required to have at least one (1) Transition Service. Please enter appropriate Transition Services for this student.

Delete Exit

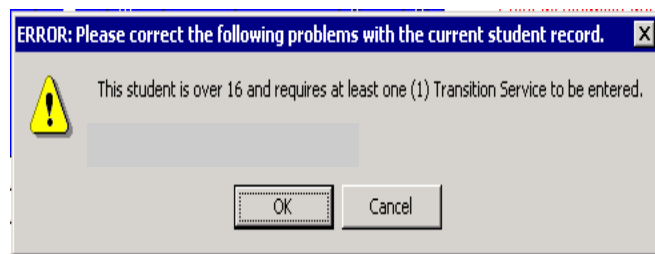
Student Initials will appear here.

Place your cursor in the transition services column. This will bring up a window in which to enter transition services. A transition service code can be entered by choosing from the pull-down menu or entering the two letter code. Additional services are entered in the same manner. Double click in the transition services column to edit the field.

To delete a transition service, place your cursor on the appropriate transition service code and press the **Delete**.

To exit the transition services window, click the open book icon.

A transition service code is required for students 16 years of age or older. A code may be entered for younger students, if appropriate. An error message will appear if a transition code is not entered for a student 16 years or older. The error must be corrected before continuing.



## Remove Student From This Year's Child Count

If the student is listed on the prefilled report form, but is no longer receiving special education and related services, check the box to indicate the student is removed from the December 2, 2002, child count report.

When you check this box, the student will continue to show on the data entry screen, but will not be listed on the printed report.

## SPED Student Added Since Last December Child Count



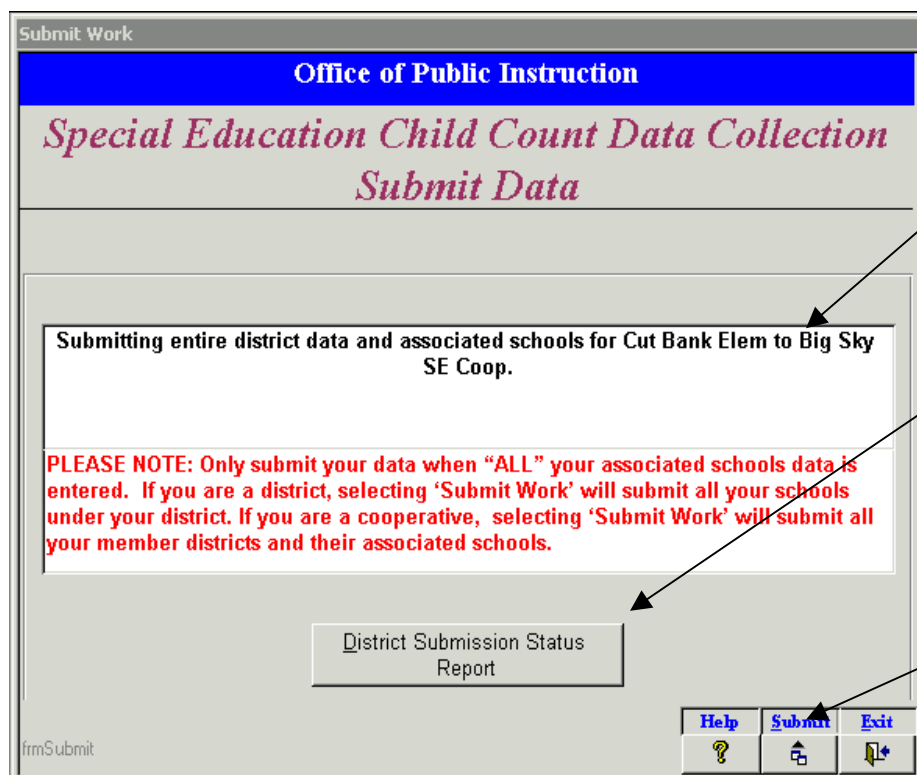
This field is not for data entry. When a new student is added to the report, a check mark will show in the box. The school report will show this column with a check mark to indicate a student who has been added.

## Submit Child Count Data

**Review completed data report prior to submittal.** When you submit data, you are certifying that the data is unduplicated and accurate. A window will pop up to remind you of this. No further verification will be required when submitting data electronically.

To submit revised Child Count data, return to the main menu and double click on "Submit Data." (See main menu screen on page 10.)

**NOTE:** If you are a district, selecting 'Submit Work' will submit ALL the schools you are reporting student data for. If you are a cooperative, selecting 'Submit Work' will submit ALL the member districts and their schools that you are submitting data for.



This window will tell you where your data is being submitted to.

The District Submission Status Report will tell a district or cooperative the submission status of the schools in the district, or member districts of the cooperative.

When you are ready to submit (you have reviewed the data), click the submit button.

<p><b>Reminder:</b> You can view your data after it has been submitted, but you no longer have rights to edit the data.</p>
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### **Preview and/or Print a Report**

Reports are previewed or printed from the data entry screen. Click on the report icon in the lower right-hand corner of the data entry screen to preview the revised report for the school selected. To print, choose the print icon in the upper left-hand corner of the report screen. (See data entry screen on page 13.)

### **To Exit the Program**

Click on the open book icon in the lower right-hand corner of whichever screen you are in. Continue in this manner until the program is closed.

### **Who to Contact**

If you have questions/problems concerning your user Name and Password, call the OPI Help Desk at 444-3448.

If you have questions/problems concerning printing, call the OPI Help Desk at 444-0500.

If you have questions/problems concerning the electronic program, call Garry Wheelock at 444-4409.

If you have questions about data to be entered, call Pat Reichert at 444-4430.

## **Thank You**

Thank you for participating in the OPI's electronic Special Education Child Count program. Your comments and input are important to us as we continue to refine this process. Please send your comments and suggestions to Pat Reichert, Data Manager, Division of Special Education, Office of Public Instruction, PO Box 202501, Helena, MT 59620-2501, or e-mail [preichert@state.mt.us](mailto:preichert@state.mt.us)